



Shipping / Handling Fees

Hotel reserves the right to refuse shipments that may arrive more than 2 day prior to show date

Pick up times for the following companies are as follows:

- Federal Express/4:00pm
- U.P.S. / 4:00pm
- U.S.P.S. / 3:00pm – Mail is collected at the Loss Prevention Office and the Front Desk.

Shipping-Incoming associated:

- \$5.00 per box under 50lbs.
- \$10.00 per box over 50lbs.
- \$30.00 per display box, poster, large tube, or oversized box
- \$200.00 per shrink wrapped pallet (pallets must be self contained and properly sealed)
- \$200.00 per small wooden crate under 150 lbs. \$450.00 per crate over 150 lbs.
- **Refrigerated Items \$25.00**
- **Envelopes - no charge**

These charges are **in addition to** the charges the package carrier will impose once they take possession of the shipment for handling and delivery.

Storage Fees

Charges apply to ANY/ALL material received MORE THAN 2 CALENDAR DAY BEFORE date of guest arrival:

\$15.00 per package in addition to normal shipping charge

\$100.00 per 100lbs. of weight per day for every day prior to the 1 day limit

Items in storage will not be released without complete payment of related charges

Loading/Unloading charges

The hotel is not responsible for unloading or loading or aiding in the unloading or loading of any shipments.

\$100.00 per man hour or any portion of an hour will apply if hotel associates are involved in the loading or unloading, either manually or by pallet jack, of any guest or vendor shipment.

Hotel does not operate a forklift.

Contact shipping and receiving via e mail for more info.

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